

## **Procedures for Preparing the Department's FY 2010 Excess Elimination and Banking Report**

### **Background**

Conference Report (Rpt. 108-258) accompanying the FY 2002 Energy and Water Development Appropriations Act directed the Department to develop an Excess Elimination Report to be submitted as part of the Congressional budget request each year.

Based on this requirement DOE has established a bank of dispositioned real property. The bank consists of all real property (measured in square feet) that has been disposed of since FY 2002 minus square footage that has been used to offset new construction on a one-for-one square foot basis. A waiver process has been established to offset new construction at a site that has no square footage in the bank (see below). An exception to this is Office of Environmental Management (EM) Closure Sites are not eligible for banking of eliminated square footage.

### **Report to Congress**

The Report to Congress is no longer required. In the FY 2007 Report to Congress the Department advised Congressional Committees the FY 2007 report would be its last unless directed otherwise. The basis for requesting relief from the Report to Congress was the Department had fulfilled the intent of Congress by establishing a program to offset new construction with disposition on a one-for-one square footage basis. In addition, from FY 2003 to FY 2007 the Department disposed of 7 million more square feet than it has constructed. Although the Report to Congress is no longer required the Office of Engineering and Construction Management (OECM) will maintain the DOE Bank of square footage available to offset new construction and generate a yearly report on the status of progress toward eliminating excess and underutilized real property assets.

### **Waivers**

In its FY 2007 Report the Department advised the Congressional Committees the waiver process (transferring square footage from one site to another) would be administered by the Office of Engineering and Construction Management. Waivers are necessary when a site requires new construction to meet mission needs and the site does not have sufficient square footage banked to meet the required one-for-one offset. In this case a request is made by either the Headquarters Program Office or the site representative to OECM. Procedures for requesting a waiver are as follows:

1. Coordinate with OECM Phil Dalby (via email) and request a waiver for the square footage necessary to offset required new construction.
2. Provide brief justification and document mission need for the new facility.
3. OECM will process waiver and make appropriate changes to the bank.

4. The DOE Bank can be found at:  
[http://fimsinfo.doe.gov/excess\\_elimination.htm](http://fimsinfo.doe.gov/excess_elimination.htm).

Waivers and transfers approved to date are as follows:

Banking Waivers			
FY	Waived From	Waived To	GSF
2003	East Tennessee Technology Park - EM	Thomas Jefferson National Accelerator Facility - SC	65,000
2003	Laboratory for Energy Related Health Research, Davis, California - EM	Lawrence Berkeley National Laboratory - SC	79,891
2004	Argonne National Laboratory - SC	Stanford Linear Accelerator Center - SC	93,056
2005	Nevada Test Site - NNSA	Sandia National Laboratory - NNSA	200,000
2006	Oak Ridge Institute for Science and Education - SC	Thomas Jefferson National Accelerator Facility - SC	59,800
2006	Richland Operations Office - EM	National Renewable Energy Laboratory - EERE	71,500
2006	Savannah River Site - EM	National Energy Technology Laboratory, Pittsburgh, PA -FE	50,000
2007	East Tennessee Technology Park - EM	Brookhaven National Laboratory - SC	301,433
2007	Massachusetts Institute of Technology Accelerator Center - EM	Brookhaven National Laboratory - SC	156,790
2008	Savannah River Site - EM	National Energy Technology Laboratory, Morgantown, WV - FE	40,000
2008	California Institute of Technology - SC	Stanford Linear Accelerator Center - SC	55,396
2009	Savannah River Site - EM	National Renewable Energy Laboratory - EERE	11,300
2009	Eastern Tennessee Technology Park (ETTP)-EM	National Renewable Energy Laboratory - EERE	220,000
2009	Eastern Tennessee Technology Park (ETTP)-EM	Argonne National Lab - Science	40,000
2009	Eastern Tennessee Technology Park (ETTP)-EM	Brookhaven National Laboratory - SC	352,000
2010	Eastern Tennessee Technology Park (ETTP)-EM	Fermi Lab	575,104
2010	Eastern Tennessee Technology Park (ETTP)-EM	NETL Morgantown (FE)	35,000
2010	Eastern Tennessee Technology Park (ETTP)-EM	EERE National Renewable Energy Lab -	586,900
2010	Eastern Tennessee Technology Park (ETTP)-EM	Thomas Jefferson National Accelerator Facility - SC	150,000
Total Waivers			3,143,170
Banking Transfers			
FY	Transferred From	Transferred To	GSF
2006	Richland Operations Office (EM)	Pacific Northwest National Lab (PNNL)Pacific Northwest Site Office (PNSO)	679,000
2008	Brookhaven National Lab (EM)	Brookhaven National Lab (SC)	10,843

#### **Updating The Department's Space Bank for FY 2010:**

The following time line will be utilized to develop the FY 2010 OECM Excess Elimination Report. The report will be provided to Headquarters Program Offices by OECM.

#### **30 September to 12 November 2010**

Sites archive all real property assets that were disposed of in FY 2010. It is very important that **ALL** assets disposed of in FY 2010 are archived by 12 November. This assures the Department gets credit for all FY 2010 dispositions. **Note: No assets will be banked if they are not archived in the Facility Information Management System (FIMS) database.**

#### **~17 December 2010**

FIMS query is taken of archived real property assets dispositioned during FY 2010.

#### **15 January 2011**

Program Offices will be sent a draft copy of the FY 2010 bank highlighting FY 2010 dispositions and a spreadsheet detailing the added square footage at each site that requires offset. Program Offices will be asked to review their FY 2010 dispositions and offsets and provide concurrence or comments by 1 February 2011.

#### **1 February 2011**

Receive Program Office concurrence or comments on the FY 2010 Bank.

#### **18 February 2011**

Program Offices are provided the Draft Excess Elimination Report and asked to provide concurrence or comments by 4 March 2011.

#### **4 March 2011**

Program Offices provide concurrence or comments on Draft Excess Elimination Report.

#### **18 March 2011**

FY 2010 Excess Elimination Report issued to Program Offices via memorandum and email and posted on FIMS and OECM's website.